

**CODE: 1330**  
**FLSA: EXEMPT**  
**GRADE: 19**

**TOWN OF VIENNA, VIRGINIA**  
**JOB DESCRIPTION**

**JOB TITLE: PURCHASING AGENT**  
**PURCHASING DIVISION**  
**FINANCE DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under general supervision, performs administrative and purchasing work in the Finance Department. Work involves organizing, conducting, and directing the operations of the purchasing division; enforcing State and local procurement policies and procedures; compiling and issuing bid documents; receiving and tabulating bids; interviewing and negotiating offers; conducting bid openings and pre-bid conferences; awarding contracts and purchase orders having a value of less than \$10,000; making recommendations for larger contracts; compiling bid summaries for Town Council agenda; responding to inquiries from Town departments, bidders, vendors regarding sources of supply, status of bids, determination of appropriate methods of procurement; providing training and general supervision to the Buyer. Reports to the Director of Finance/Treasurer.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Responds to inquiries from Town departments, bidders, and vendors such as regarding methods of procurement, status of bids, compliance of regulations, etc.; reviews and signs purchase orders.

Compiles and issues bid documents; receives and tabulates bids/proposals; schedules and conducts interview meetings; conducts bid openings, pre-bid conferences, etc.; awards contracts and purchase order having a value of less than \$10,000; posts proposal documents on Request for Proposal finder for Town website.

Provides supervision, guidance, and training to Buyer.

Manages and maintains supply account information for users Town-wide.

Develops internal procedures in compliance with State code for Town use; designs checklists and procedural documents for Purchasing.

Meets with vendors to obtain product/service information.

Administers maintenance and service agreements.

Creates and maintains databases in computer software to track and report vendor/purchase order information.

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Receives and/or reviews various records and reports such as specifications for bid proposals, purchase orders, bid documents, and proposal evaluations from department.

Prepares and/or processes various records and reports such as bid proposals, bid tabulation sheets, bid summary, and proposal evaluation summary.

Refers to Town Regulations, VPPA guidelines, Bluebook, APSPM – Agency Procurement and Surplus Property Manual, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of equipment such as adding machine, computer, printer, copier/scanner, etc.

Uses a variety of tools such as Internet, planner wall calendar, etc.; a variety of supplies such as paper, file folders, general office supplies, etc.; and a variety of computer software such as Microsoft Word, Microsoft Excel, Microsoft Access, Sungard Pentamotion, Adobe Acrobat, etc.

Interacts and communicates with various groups and individuals such as the Director of Finance/Treasurer, directors from all departments, vendors, Town Attorney, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Receives and/or coordinates shipments on orders for other departments in requestor's absence.

Performs general administrative/office duties as required, including typing reports and correspondence, entering and retrieving computer data, copying and filing documents, sending and receiving faxes, answering the telephone, establishing and maintaining filing systems, etc.

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a Bachelor's degree in business or closely related field with one to two years of progressively responsible experience in purchasing work; or an equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities. Must have or be able to obtain certification by the Universal Public Purchasing Certification Council as a CPPB.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of automated office machines, which includes typewriters, calculators, computers, copiers, postage meters, etc. Must be able to exert up to 30 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time, but may involve walking or standing for periods of time.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

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**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments and/or directions from supervisor.

**Language Ability:** Requires the ability to read a variety of records and reports including invoices, requisitions, correspondence, bid requests, specifications, etc. Requires the ability to prepare bids, reports, technical data, bid notices, letters, purchase orders, and related reports and records, using prescribed format and conforming to all rules of punctuation, grammar, diction and style. Has the ability to speak before audience with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply principles of rational systems as applied to purchasing principles and processes to solve practical problems and deal with a variety of concrete variables; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to use and interpret a variety of professional and technical languages, including engineering, legal, accounting, and marketing terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract totals; to multiply and divide; to determine percentages and decimals; to determine time and weight; and to utilize basic systems of algebra.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the ability to coordinate hands and eyes rapidly and accurately in using automated office equipment.

**Manual Dexterity:** Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

**Physical Communication:** Requires the ability to talk and/or hear: (talking: expressing or exchanging ideas by means of spoken words; hearing - perceiving nature of sounds by ear).

## **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, policies, and procedures of the Purchasing Division of the Finance Department as they pertain to the performance of duties of the Purchasing Agent. Has knowledge of the organization of the Department and of related departments and agencies. Has knowledge of the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has considerable knowledge of modern governmental purchasing principles, methods, and procedures. Has thorough knowledge of the methods and procedures used in preparing bid specifications. Has thorough knowledge of the

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formal and informal bid process. Has considerable knowledge of modern office practices and procedures. Has considerable knowledge of the principles of organization and administration. Has considerable knowledge of the principles and methods of inventory control and record keeping. Has considerable knowledge of the various grades, quality standards, and sources of supply and price trends for a variety of goods and services. Has considerable knowledge of the Town's budget code system. Has considerable knowledge of the current literature, trends and developments in the field of governmental purchasing. Is able to use popular computer-driven word processing, spreadsheet, and file maintenance programs. Is able to work rapidly and accurately with figures. Is able to apply and interpret policies and to explain these policies to other employees and vendors. Is able to prepare bid specifications for a variety of equipment and services purchased by the Town. Is able to exercise independent judgment in selecting from items available and cost quotations when recommending purchases. Is able to maintain accurate inventory and purchasing records and prepare periodic reports from these records. Is able to assign, direct and supervise a professional and clerical staff. Is able to understand and follow oral and written instructions. Is able to communicate effectively orally and in writing. Is able to answer inquiries and questions concerning purchasing independently. Is able to exercise tact, courtesy and firmness in frequent contact with vendors. Is able to establish and maintain effective working relationships as necessitated by work assignments.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures,

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etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

**Relationships with Others:** Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**DISCLAIMER:** This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.